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25 January 1949

ervices Officer

hief, FBIB

ransportation Requests

ef. : emorandum to Administrative Officer, FBIB from Chief, Transportation Division, Services, dated 18 January 1949, Subject: Transportation Requests. (Copy attached)

1. At present all Transportation Requests for travel originating at the FBIB West Coast Bureau must be issued by the Transportation Division of Services Branch. On several occasions employees at the Bureau have been required, upon short notice, to perform official travel for FBIB and for other branches of CIA.

2. Inasmuch as approximately three to five days are required for mail deliveries to the Bureau from Washington, FBIB has at times been unable to request and mail T/R's in sufficient time to permit their use by the traveler. It has then been necessary for the traveler to delay his trip until receipt of the T/R's or to use personal funds for purchase of tickets.

3. The situation outlined above would be rectified by the issuance of a book of Transportation Requests to the Bureau Chief, in the same manner as now employed for FBIB overseas bureaus. All Travel Orders for travel originating at the West Coast Bureau would continue to be requested of the Executive and issued by the Fiscal Branch, CIA.

4. It is therefore requested that a book of Transportation Requests be issued Mrs. Bertha S. Anderson, Chief, West Coast Bureau, at the earliest practicable date.

STAT

L. K. [illegible]

Attachment

[illegible]

JRC/pod
cc: Adm. Off.

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